

CALSTRS

EMPLOYER TRAINING SERVICES

This is a step-by-step process for submitting an online Accounts Receivable Contribution Transaction in the new Secure Employer Website

Revised: July 28, 2025

Step 1:

From the Global Navigation Menu, hover over Employer Reporting and select Employer Reporting Summary.

CALSTRS. SECURE EMPLOYER WEBSITE	Dashboard	34099 SACRAMENTO COUNTY OFFICE OF EDI TRN1 - 1.2.80.1 - Green Region		↑ ← 🧼 😮 🗆 WAM 🛛 Wel	lco
Dashboard	Employer Reporting Summary				
Message Board	Employer Reporting Header				
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Employee	Remittance Advice	portal, where you can view your Contacts, Benefit	t Program, Emp	oloyees and other information.	
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Step 2:

The **Employer Payroll Summary Search** screen displays. Select **Contribution – AR File** from the **File Type**, as well as the applicable **Benefit Program** from the drop-down menu. Click the **New** button.

≡ CALSTRS secure employer website	Employer Payroll Summary S	Search	34099 SACRAMENTO COU TRN1 - 1.2.80.	NTY OFFICE OF EDUCAT 1 - Green Region	ION	♠ ← <
Search Criteria						
Payroll Summary ID :		Payroll Summary Status :	All	*File Type :	Contribution - AR File	
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Payroll Submitted Date From :		Payroll Submitted Date To :				
Reporting Period Start Date From :		Reporting Period Start Date To :				
Reporting Period End Date From :	—	Reporting Period End Date To :				
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Search Results						
New Open Delete	Export To Excel					
Payroll Summary ID Reporting	Source Name Payroll Summary	/ Status Payroll Posted Date Sub	omitted Date Reporting Period	File Type Benefit Progr	am Header Count Detail Coun	t Last Modified Date
		No rec	cords to display.			



Step 3:

The **Employer Payroll Summary Maintenance** screen displays. To create the **Employer Payroll Summary**, select a Reporting Period from the drop-down menu and click **Save**.

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Employer Payroll Summ Save Refresh	nar Employer Payroll Summar* 🗙 🔶 Displayir	ng page 1 of 1. 🛶					
[Record displayed. Please ma	ake changes and press SAVE.]						
Employer Payroll Sum	nmary						
	09/01/2019-09/30/2019 08/01/2019-08/31/2019	Payroll Summary ID : File Type : Contribution - AR File Payroll Detail Count : Payroll Submitted Date :	Payroll Summary Status : Benefit Program : CalSTRS Defined Benefit Suppress Warning : Submitted :				
Downloadable Contrib	File Name Uploaded By Organization Code						



Step 4:

On the **Employer Payroll Summary Maintenance** screen, scroll down to the **Employer Payroll Header** panel and click **New**.

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Save Refresh					
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Post Tax EE Contribution :	\$0.00	\$0.00	Post Tax EE Contribution :	\$0.00	
Employer Contribution:	\$0.00	\$0.00	Total :	\$0.00	
Total :	\$0.00	\$0.00			
Filter Organization Code :	• Organiza	ation Name :	Benefit Structure :		
Status : Search	Submitte	d to Source : All			
	ort To Excel				
Organization Benefit Progra	m Benefit Structure Status Subn	nitted To Source Total Contributions	Record Count		
	No records to display.				



Step 5:

The **Employer Payroll Header Maintenance** screen will display. Select an **Employer Organization** and **Benefit Structure** from the drop-down menus. Click **Save**.

E CALSTRS	Employer Payroll Header Maintenance	34	1099 SACRAMENTO COU TRN1 - 1.2.80.	NTY OFFICE OF E 1 - Gr een Region	DUCATION
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[Record displayed. Please make char	nges and press SAVE.]				
Employer Payroll Summary					
Reporting Source : <u>34099-SA</u> Reporting Period : <u>08/01/20</u>	CRAMENTO COUNTY OFFICE OF EDUCAT 19-08/31/2019		07 P ontribution - AR File	ayroll Summary Sta Benefit Progr	ntus : Review ram : CaISTRS Defined Benefit
Employer Payroll Header					
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Submitted To Source By :	Submitted To S	ource Date :	Submitted T	o Source : No	
Payroll Posted Date :	Repor	ting Source :	Payroll De	tail Count:	
File Header ID:	Suppre	ss Warning : 🗌	Validation In	Progress :	
Comments :			\sim		



Step 6:

On the Employer Payroll Header Maintenance screen scroll down to the Employer Payroll Detail panel. Click New.

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Step 7:

The Employer Payroll Detail Maintenance screen appears. Scroll down to the Employer Payroll Detail panel and input the Client ID, Pay Period Begin Date, Pay Period End Date and select the applicable Transaction Type from the drop-down menu.

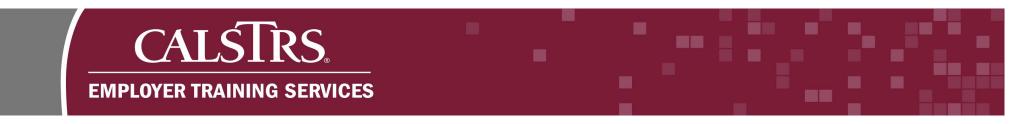
SECURE EMPLOYER WEBSITE	Employer Pa	ayroll Detail Maintenance		34099 SA	CRAMENTO COUNT TRN1 - 1.2.80.1 -	Y OFFICE OF EDUCATION Green Region	I
Employer Payroll Summa	ar Employer Payroll S	Summar Employer Payro	oll Header Employer Payro	oll Detail* 🗙 🔶	Displaying page 2 of	2. 🛶	
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Reporting Period : 08/0	1/2019-08/31/2019		File Type: Con	tribution - AR File	Benefit Progra	am: CalSTRS Defined Ben	efit
mployer Payroll Head	er						
Organization :					Deverally the edge of ed	tues Malid	
orgunization.	34099-SACRAMENTO	COUNTY OFFICE OF EDUCA	ATION Payroll Head	der ID: <u>1251</u>	Payroll Header Stat	us: valid	
	34099-SACRAMENTO C CalSTRS Defined Benef			der ID: <u>1251</u> ucture: DB 2% at 62	Payroll Header Stat	us. valid	
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Benefit Program : Submitted to Source By : Employer Payroll Detail Payroll Detail ID *Client ID First Name :	CalSTRS Defined Benef	fit Payro Benefit Program	Benefit Stru Submitted to Source oll Detail Status : n Member Code :	acture: DB 2% at 62 e Date:	Submitted to Sour	rce: No	
Benefit Program : Submitted to Source By : Employer Payroll Detail Payroll Detail UP : *Client ID :	CalSTRS Defined Benef	fit Payro Benefit Program	Benefit Stru Submitted to Source oll Detail Status : n Member Code :	acture: DB 2% at 62 e Date:	Submitted to Sour	rce: No	
Benefit Program : Submitted to Source By : Employer Payroll Detail Payroll Detail ID *Client ID First Name :	CalSTRS Defined Benef 1137457586 Lebron 08/01/2019	fit Payro Benefit Program	Benefit Stru Submitted to Source oll Detail Status : n Member Code :	acture: DB 2% at 62 e Date:	Submitted to Sour	rce: No	
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Benefit Program : Submitted to Source By : Employer Payroll Detail Payroll Detail ID : *Client ID : First Name : *Pay Period Begin Date : fransaction Type : *Service Type :	CalSTRS Defined Benef	fit Payro Benefit Program Payro Expecte bie Work	Benefit Stru Submitted to Source	acture : DB 2% at 62 a Date : V	Submitted to Sour Suppress Warnings : [*Last Name : [*Earnings Type : [rce : No Member	



Step 8:

Certain fields in the **Employer Payroll Detail** panel will no longer show. Select the **Expected Pay Periods** from the drop-down menu.

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	ve And New Refresh	Employer Payroll Heade	Employer Payroll Detail* X Displaying page 2 of 2. Determine type: Contribution - Archite Determine type: Contribution - Archite	
Employer Payroll Heade	۲			
-	34099-SACRAMENTO COUNTY CalSTRS Defined Benefit	OFFICE OF EDUCATION	Payroll Header ID: 1251 Payroll Header Status: Valid Benefit Structure: DB 2% at 62 Submitted to Source Date: No	
Employer Payroll Detail				
Payroll Detail ID :	1137457586	Payroll Detail Status :	Suppress Warnings :	
First Name :		Middle Name :	*Last Name : Member	
*Pay Period Begin Date : *Transaction Type :	08/01/2019	*Pay Period End Date : *Expected Pay Periods :		
Comments :			¢	



Step 9:

Scroll down to the **Contributions** panel. Enter the **Reported Amount** for the employee (EE) contributions. Click **Save and Validate**.

Imployer Payroll Summar Employer Payroll Header Employer Payroll Detail* X			oll Detail Maintenance		34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region	
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Pre Tax EE Contribution : 0.000000% \$0.25.00 \$0.00 Post Tax EE Contribution : 0.000000% \$0.00 \$0.00 Employer Contribution : 0.000000% \$0.00 \$0.00 Structure \$0.00 \$0.00 \$0.00	ontributions					
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	Employer Contribution :	0.000000%	\$0.00	\$0.00		
			\$0.00	\$0.00		



Step 10: If you are successful a message appears above the Employer Payroll Summary panel, "All Changes Saved Successfully."

= CALSIRS. SECURE EMPLOYER WEBSITE	Employer Payroll Detail Maintenance 28082	34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region
Employer Payroll Summa	Employer Payroll Summar Employer Payroll He	leader Employer Payroll Detail 🗙 🔶 Displaying page 2 of 2. 🛶
Save and Validate Sav	e And New Refresh Void Reject	t
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Employer Payroll Summ	ary	
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Reporting Period : 08/01	2019-08/31/2019	File Type: Contribution - AR File Benefit Program: CalSTRS Defined Benefit
Employer Payroll Heade		
Organization :	34099-SACRAMENTO COUNTY OFFICE OF EDUCATION	Payroll Header ID: <u>1251</u> Payroll Header Status: Valid
_	CalSTRS Defined Benefit	Benefit Structure: DB 2% at 62
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Employer Payroll Detail		
Payroll Detail ID :	28082 Payroll Detail Statu	us: Valid Suppress Warnings:
*Client ID :	<u>1137457586</u>	
First Name :	Lebron Middle Nam	me : *Last Name : Member
*Pay Period Begin Date :	08/01/2019 Pay Period End Dat	ate: 08/31/2019
*Transaction Type :	Pre-Tax Account Receivat	ds : 11- July to May
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Step 11: Click the blue hyperlinked Payroll Summary ID.

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Employer Payroll Summar Emplo Save and Validate Save And New		nployer Payroll Detail 🗙 🗲 Displaying page 2 of 2. 🛶
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Step 12: The Employer Payroll Summary Maintenance screen will display.

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All changes successfully o	ancelled.]			
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*Reporting Source :		Payroll Summary ID: 907 File Type: Contribution - AR File	Payroll Summary Status : Valid Benefit Program : CalSTRS Defined Benefit	
*Reporting Source :	34099-SACRAMENTO COUNTY OFFICE OF EDUCATION 08/01/2019-08/31/2019	, ,		
*Reporting Source : *Reporting Period :	34099-SACRAMENTO COUNTY OFFICE OF EDUCATION 08/01/2019-08/31/2019	File Type: Contribution - AR File	Benefit Program : CalSTRS Defined Benefit	



Step 13: Click the "Submit to CaISTRS" button to submit the Payroll Summary.

Note: If you are a Report Unit, the text on the button will display as, "Submit to Source."

SECURE EMPLOYER WEBSITE	Employer Payroll S Maintenance 907	Summary			MENTO COUNTY OFFIC RN1 - 1.2.80.1 - Green Re		
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